

Starting a Project in 'Microsoft Project 2003' Scheduler

Using the icon on your desktop, login with the your Novell username (sie____) and password.

From **File** choose **New - Project**

(or choose 'Create a new project..' located in the lower left hand column of your screen)

Under **Templates** choose "**On my Computer**" pick the **Enterprise** tab.

The following templates are available:

- major_1 – Major roadway with ROW
- moderate_1 – moderate project with ROW
- moderate _2 – moderate project without ROW
- minor_1 – minor project with ROW
- minor_2 – minor project without ROW
- Bidding – included in our above templates
- Survey – included in our above templates

(These last two we won't be using)

Admin Time – Lists vacation, sick, etc

Standard Eng. – Original template

After the template fills in, pick **Tasks** from your pull down menu, then "**Define the project**".

This wizard will ask you to "enter start date" and then to "save" your project.

For saving the project give it the name using our project #'s (700014)

Save as a "project" – "published" – "standard calendar".

After this is completed you can change, modify and work with your project's schedule as needed.

Note: When printing, choose the option to print only the left side of the screen otherwise you'll get pages of giant chart lines.